

**BY ORDER OF THE  
509TH BOMB WING COMMANDER**



**WHITEMAN AIR FORCE BASE  
INSTRUCTION 40-301**

**7 MAY 2013**

**Medical Command**

**FAMILY ADVOCACY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: 509 MDOS/SGOW

Certified by: 509 MDG/CC  
(Col Theresa Rodriguez)

Supersedes: WAFBI 40-301, 10 Mar 10.

Pages: 9

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This instruction implements Air Force Policy Directive (AFPD) 40-3, *Family Advocacy Program* and applies to US military and US civilians assigned to Whiteman Air Force Base (AFB) and all assigned organizational units. This instruction assigns responsibilities and explains procedures for the management of the Whiteman AFB Family Advocacy Program (FAP). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

**SUMMARY OF CHANGES**

The Family Advocacy Committee (FAC) is no longer a subcommittee of the Extended Community Action Information Board (X-CAIB), so all reference to the X-CAIB has been removed, i.e. Section 2.2.2.

**1. Mission Statement**

1.1. The FAP builds readiness through a strong, resilient community. Family maltreatment reduces community strength and family resilience. Through prevention and treatment services, the FAP emphasizes community support of active duty (AD) military families. Retirees and Department of Defense (DoD) civilians may be served on an emergency basis via crisis intervention and referrals, and are offered prevention programs on a space available

basis. Whiteman AFB acknowledges the importance of a coordinated and consistent approach in reducing family maltreatment and affirms its commitment to providing every resource possible in building a healthy community.

## **2. Responsibilities**

### **2.1. 509th Bomb Wing Commander (509 BW/CC):**

2.1.1. Has ultimate responsibility for the implementation of the FAP for Whiteman AFB.

2.1.2. Directs the formation of Whiteman AFB Central Registry Board (CRB).

2.1.2.1. Appoints in writing 509 Bomb Wing Command Chief Master Sergeant (509 BW/CCC) to the CRB.

### **2.2. FAC:**

2.2.1. The 509th Medical Group (509 MDG/CC) or designee chairs the FAC.

2.2.2. Membership includes 509 BW/CC or designee, 509 MDG/CC, Family Advocacy Officer (509 MDOS/FAO), Family Advocacy Outreach Manager (FAOM), 509 BW Airman and Family Readiness Center Director, 509th Bombing Wing Staff Judge Advocate, 509th Security Forces Squadron (509 SFS) Commander or designee, Delegate from Air Force Office of Special Investigations (AFOSI), 509 Bomb Wing Chaplain, 509 BW/CCC, and representatives from other base agencies deemed necessary.

2.2.3. Functions as the policy-making body for the FAP. It provides the required resources for the implementation of the FAP.

2.2.4. Ensures written Memorandum of Understanding (MOU) exists between Whiteman AFB and the Children's Divisions of Johnson County and of Pettis County, as well as between Whiteman AFB and the local victim advocacy services of Citizens Against Spouse Abuse (CASA) and of Survival.

2.2.5. Establishes written policies and procedures for local response to allegations of child sexual maltreatment utilizing the Child Sexual Mistreatment Response Team (CSMRT) or the High Risk for Violence Response Team (HRVRT) when there is a threat of immediate and serious harm to family members or FAP staff.

2.2.5.1. Approves current appointments to the FAP teams presented quarterly at the FAC.

2.2.5.2. Ensures that participating installation personnel are trained on their roles for both teams.

2.2.6. Tracks initial and annual leadership training progress quarterly.

### **2.3. 509 MDG/CC:**

2.3.1. 509 MDG/CC has administrative responsibility for the FAP.

2.3.2. Ensures a Medical Group Instruction (MGI) is developed to manage restricted reports of domestic abuse.

2.3.2.1. Ensures all 509th Medical Group (509 MDG) personnel are trained in the procedure of restricted reporting.

2.3.3. Establishes guidance and instruction for 509 MDG personnel on the identification and reporting procedures associated with suspected Adult and Child Maltreatment.

2.3.4. Ensures personnel assigned to 509 MDG receive Domestic Violence Awareness training initially upon assignment/hire and annually thereafter.

2.4. Family Advocacy Officer (FAO):

2.4.1. Manages the Whiteman FAP and provides prevention and intervention services for Whiteman AFB and all units assigned and/or subordinate to the 509th Bomb Wing. FAP providers and programs fall under the oversight authority/procedures of the 509 MDG.

2.4.2. Ensures all Whiteman AFB personnel are trained on restricted reporting.

2.4.2.1. Ensures all Mental Health (MH) staff is aware that any incident involving an active duty member, victim or offender, on the Personnel Reliability Program (PRP) is not eligible for restricted reporting.

2.4.3. Ensures when a new unrestricted referral is received and there is suspicion of maltreatment, timely notification is made to the active duty members (ADM) unit, 509 SFS, and AFOSI. Children's Division is notified in a timely manner when there is suspicion of child maltreatment.

2.4.4. Ensures procedures for ADM on PRP are followed and proper notifications are made to the MDG PRP office.

2.4.5. Ensures that all high risk FAP clients are placed on the high risk log and staffed weekly during the MH flight meeting.

2.4.6. Schedules a quarterly review the Family Advocacy Prevention Action Plan (FAPAP) during the Outreach Prevention Meeting Council (OPMC) prior to the FAC review of the FAPAP.

2.5. Commanders and First Sergeants:

2.5.1. Commanders and First Sergeants, while at the scene of the incident will coordinate with FAP or on-call MH providers (after hours) to provide safe environments for all family members/partners and active duty members.

2.5.2. Will respond to the scene in person when requested by 509 SFS, investigators or medical authority.

2.5.3. Will exercise their authority over the active duty member to provide a safe environment for family members/partners impacted by child/partner maltreatment.

2.5.4. Report all individuals suspected of, or experiencing child/partner maltreatment and/or neglect to the FAP staff to arrange for therapeutic counseling and referral assistance as required.

2.5.5. Attend the CRB and HRVRT when their personnel are involved.

2.5.6. Contact 509 MDOS/FAOM within 90 days of assuming Command/First Shirt duties to schedule required FAP training.

2.6. 509th Bomb Wing Chaplain (509 BW/HC):

2.6.1. Provide services to families identified by the FAP, within the capacity of the organization.

2.6.2. Ensures FAP is provided the opportunity to train staff and volunteers on the identification and reporting procedures for suspected family maltreatment when hired and annually thereafter.

2.6.2.1. Notifies FAP of new staff upon arrival and arranges for training by 509 MDOS/FAOM if desired.

2.6.3. Ensures procedures are in place for installation background checks and screening of all applicants seeking employment or volunteer positions working with children and youth.

2.7. 509th Bomb Wing Staff Judge Advocate (509 BW/JA) will:

2.7.1. Provide legal assistance to investigator or medical agencies in regard to intervention in domestic incidences.

2.7.2. Provide legal assistance with restricted reporting when requested.

2.7.3. Provide legal assistance with release of records/information requests.

2.8. 509th Security Forces Squadron (509 SFS):

2.8.1. When responding to reported incidents of child and partner maltreatment, SFS will:

2.8.1.1. Secure the safety of the individual(s) involved.

2.8.1.2. Notify the active duty member's commander or first sergeant.

2.8.1.3. Notify FAO directly or on-call FAP designee through the Police Service Desk (PSD) or 509th Bomb Wing Command Post (509 BW/CP)

2.8.2. The SFS Police Services Section will provide the FAP with an electronic copy of the 509 SFS Blotter daily.

2.8.3. As an identified targeted population, receive Domestic Violence Awareness Training annually.

2.9. Air Force Office of Special Investigations (AFOSI) will:

2.9.1. Immediately notify the FAP staff of all cases involving suspected or established family/partner maltreatment that comes to the attention of the installation AFOSI office.

2.9.2. Notify FAP when Defense Criminal Investigation Index check reveals information regarding previous incidents involving the family in question.

2.9.3. Share any information relevant to case determination or treatment planning through the CRB or directly to the FAO or FATM.

2.9.4. As an identified targeted population, receive Domestic Violence Awareness Training annually.

2.10. 509th Force Support Squadron Commander

2.10.1. Work in collaboration with FAP staff to continuously assess the needs of the community.

2.10.2. Provide support and services as requested by the FAP within the capacity of the Airman and Family Readiness Center.

2.10.3. Report to the FAP all suspected cases of child or partner maltreatment identified at the squadron facilities.

2.11. 509th Bomb Wing Public Affairs Office (509 BW/PA):

2.11.1. Distribute FAP theme month news releases to installation newspapers and other news media.

2.11.2. Supports FAP staff with base website advertising options.

2.11.3. Provide a photographer when requested by AFOSI, 509 SFS or 509 MDG to record evidence of child/partner maltreatment.

2.12. Sexual Assault Response Coordinator (SARC):

2.12.1. Assists FAP with assessing jurisdiction of sexual maltreatment clients.

2.12.2. Shares client resources with FAP when deemed to be in the best interest of the client.

### 3. Program Components

3.1. Family/Partner Maltreatment:

3.1.1. Mandated Reporters: As required by AFI 40-301, *Family Advocacy*, all active duty members and civilian employees of the Air Force will report all incidents of suspected family/partner maltreatment to the FAP, including unmarried intimates. An Unmarried intimate, as defined by the Department of Defense, is “a former spouse, a person of the opposite sex with whom the victim shares a child in common or a person with whom the victim shares or has shared a common domicile.” All military-related child care and medical providers will be trained regarding the indicators of child abuse and neglect, and the procedures for reporting family/partner maltreatment to the FAP. Exclusions are limited to chaplains receiving information through a “penitent-clergyman” relationship or confidential communications in the course of their official duties, and Area Defense Counsel (ADC) receiving information from an established attorney-client relationship.

3.1.2. All clients on PRP duties will be assessed for potentially disqualifying Information (PDI) on a continuous basis. All PDI will be passed on and proper notifications and recommendations will be made to the 509 MDG PRP office.

### 4. Prevention and Outreach

4.1. The purpose of prevention is to enhance mission readiness by preventing the occurrence of child and spouse/partner maltreatment. The FAP takes responsibility for coordinating among on- and off-base agencies regarding prevention and outreach programs for the Whiteman AFB community through the wing’s Integrated Delivery System.

4.2. Those portions of the USAF community that have a high probability of being the first, outside the affected family, to see indicators of family/partner maltreatment are defined as targeted populations. Whiteman AFB targeted populations require formal training on the recognition and reporting of incidents of family maltreatment.

THOMAS A. BUSSIERE, Brigadier General, USAF  
Commander

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFMAN 33-363, *Management of Records*

AFI 40-301, *Family Advocacy Program*, 03 Oct 2012

*Prescribed Forms*

No Forms Prescribed

*Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

*Abbreviations and Acronyms*

**509 BW**—509th Bomb Wing

**509 BW/CC**—509th Bomb Wing Commander

**509 BW/CCC**—509th Bomb Wing Command Chief Master Sergeant

**509 BW/CP**—509th Bomb Wing Command Post

**509 BW/HC**—509th Bomb Wing Chaplain

**509 BW/JA**—509th Bomb Wing Judge Advocate

**509 BW/PA**—509th Bomb Wing Public Affairs

**509 MDG**—509th Medical Group

**509 MDG/CC**—509th Medical Group Commander

**509 MDOS/FAOM**—509th Medical Operations Squadron Family Advocacy Outreach Manager

**509 SFS**—509th Security Forces Squadron

**AD**—Active Duty

**ADC**—Area Defense Counsel

**ADM**—Active Duty Members

**AF**—Air Force

**AFI**—Air Force Instruction

**AFRIMS**—Air Force Records Information Management System

**AFOSI**—Air Force Office of Special Investigations

**AFRC**—Airman and Family Readiness Center

**CASA**—Citizens Against Spouse Abuse

**CC**—Commander

**CCS**—Clinical Case Staffing

**CRB**—Central Registry Board  
**CSMRT**—Child Sexual Maltreatment Response Team  
**DCII**—Defense Central Index of Investigation  
**DoD**—Department of Defense  
**ER**—Emergency Room  
**FAC**—Family Advocacy Committee  
**FACAT**—Family Advocacy Command Assistance Team  
**FAO**—Family Advocacy Officer  
**FAOM**—Family Advocacy Outreach Manager  
**FAN**—Family Advocacy Nurse  
**FAP**—Family Advocacy Program  
**FAPA**—Family Advocacy Program Assistant  
**FAPAP**—Family Advocacy Prevention Action Plan  
**FATM**—Family Advocacy Treatment Manager  
**HC**—Base Chaplain  
**HRVRT**—High Risk for Violence Response Team  
**JA**—Judge Advocate  
**ISDR**—Incident Status Determination Review  
**LE**—Law Enforcement  
**MDG**—Medical Group  
**MGI**—Medical Group Instruction  
**MH**—Mental Health  
**MOU**—Memorandum of Understanding  
**OPMC**—Outreach Prevention Meeting Council  
**OPR**—Office of Primary Responsibility  
**PA**—Public Affairs  
**PDI**—Potentially Disqualifying Information  
**PRP**—Personnel Reliability Program  
**PSA**—Police Service Desk  
**RDS**—Records Disposition Schedule  
**SARC**—Sexual Assault Response Coordinator  
**SFS**—Security Forces Squadron



**X-CAIB**—Extended Community Action Information Board